



Event Day Checklist



This checklist is designed as a supplement to the Pre-Event Checklist, which is available on the following Event Documents sites. Please use this checklist and the following resources to assist you in coordinating a successful VEX Robotics Competition (VRC) and/or VEX IQ Challenge (VIQC) event:

- **VRC Event Documents:** www.roboticseducation.org/vex-robotics-competitionvrc/game-day-running-an-event/
- **VEX IQ Event Documents:** www.roboticseducation.org/vex-iq-challenge/viq-event-documents/
- **Tournament Manager Software Free Download:** <http://www.dwabtech.com/tm2/>. Includes User Guide download.

To contact your REC Foundation Regional Support Manager, please visit: www.roboticseducation.org/contact-us/

Before the Event Begins

- Delegate many activities to key volunteers, as the start will be very busy and you will need assistance.
- Unlock the doors and turn on the lights and heating or air conditioning. Plan for room temperatures to change as the space(s) fill with participants.
- Open all restrooms. Make sure the restrooms are fully stocked with soap and paper supplies.
- Ensure all parking areas are accessible and signage is posted to direct participants to event check-in.
- Post all banners and event signage to direct participants to their proper event locations.
- Set up snacks and beverages for volunteers. Fuel their energy levels for the day!
- Set out the team registration and volunteer registration lists on the registration table(s) and make sure the table(s) are set up with blank consent forms, containers to collect signed consent forms and engineering notebooks, pens, program fliers, and extra safety glasses for checkout to VRC participants only. Name tags, shirts, event schedules, programs, and layout maps are optional.
- Check that all equipment and supplies are set up according to your layout plan. It is a best practice to set up your event in advance, if possible, so that only a quick review is required on event day.
- Label team pit tables or spaces in team number order. Signs can be printed using Tournament Manager Reports. Try to keep the tables for teams from the same school or organization together.
- Ensure that accessible seating is available. Establish chaperone areas for large VIQC events, if needed.
- Check that the game fields are set up properly. For VRC and VIQC field specifications, please visit the Current Challenge pages on <http://www.roboticseducation.org>.
- Ensure that the charging stations (if used) are set up with power strips and extension cords.
- Make that sure all cords are safely secured and are set up outside of high-traffic areas.
- Ensure that the inspection tables are set up properly with Inspection Checklists for each team, pens, blank robot license plates, competition switches for VRC teams, and sizing tools. A VIQC game field can be used for sizing.
- Make sure that you are using the most updated version of Tournament Manager on the scoring computer. Having a backup computer available for use is a best practice.
- VRC Only:** Use Tournament Manager to test connectivity between scoring computer and VRC game fields to ensure proper driver control and autonomous functions. VIQC fields are not operated by electronic connection.
- Print a test page on the scoring printer to ensure that the printer driver has been properly installed. Make sure that printer paper and an extra toner cartridge are available, if needed.
- Test all audio and visual equipment, such as projector(s), screens, Tournament Manager displays and sounds, and the public-address system to ensure that they are working properly. If you are using a wireless microphone, have extra batteries available for easy replacement.
- Make sure that the trophies are assembled and displayed in the event area and optional participation or recognition certificates are available for distribution.
- Ensure that a copy of the Game Manual and training guides, as well as documents, such as score sheets and rubric forms, as needed, are available for volunteer use and reference.
- Ensure that supplies are available for volunteer use, such as clipboards and pens for referees, highlighters and clipboards for the queue crew, and pens, note pads and timers, as needed for Judges.

When Teams and Volunteers Arrive

- Greet your volunteers and teams! Make sure they receive a warm welcome and are directed to the locations for check-in and training meetings. Provide support at the busy check-in tables, if needed.
- Make sure that all participating teams are registered and have paid their registration fees.
- Distribute two-way radios, if used, or exchange cell phone numbers among key volunteers.
- Share your event agenda with key volunteers.
- Share your safety plan with your Safety Coordinator and key volunteers.
- Ask a couple of experienced teams to check the game fields to ensure that they are set up properly.
- Greet special guests, sponsors, and members of the media. Share your plan for the event day and direct them to locations and volunteers, who can share details about the program and participants.
- If not distributed in advance, share the welcome and/or awards ceremony script with presenters.
- Have a plan to collect and return Engineering Notebooks. Make sure team numbers are on the notebooks.
- Determine, with Judge Advisor, whether to distribute completed rubric forms to teams at the end of the event and plan accordingly. Judges should only include positive comments on rubric forms. Only distribute completed forms if you are confident teams will receive them well.

Before the Robot Matches and Judging Begin

- Check with the team registration desk to ensure that all teams have checked in. Try to contact teams that are not checked in before removing them from the team registration list.
- Upload the updated team registration list to the Tournament Manager program, if necessary.
- Alternatively, use the Team Check-In feature in Tournament Manager to indicate teams that are checked in.
- Check that the volunteer registration desk is making adjustments, as needed, due to no-shows.
- Ensure that lead volunteers coordinate any scheduled volunteer training meetings.
- Make sure that all teams have passed or are prepared to pass robot inspection. Ask veteran teams that have passed inspection to support the efforts of other participating teams to pass inspection.
- Once the schedule and list of participating teams is established, Regenerate Match Schedule, if necessary.
- Print a copy of the Announcer Sheet for the Emcee from Tournament Manager Reports.
- Print Match Lists reports for distribution to each team, the queue crew, scorekeeper, referees, judging teams, and key volunteers.
- Conduct a team meeting prior to the start of the robot matches. Use the topics, outlined in the "Team Meeting Notes" document on the "Event Documents" site, as a guide for your meeting.

During the Event

- Ensure that snacks and beverages are available for all volunteers and lunch is provided for full-day volunteers. Be sensitive to volunteer dietary restrictions. Follow venue food and drink policies.
- Walk around to proactively resolve any issues, answer questions, and provide support, as needed.
- Ensure that trash containers are emptied and that the restrooms are clean and well stocked.
- Have the scorekeeper periodically save a copy of your event file on a USB flash drive.
- Periodically ensure that the Judges receive updated match results and rankings to support their evaluations of teams. Check with your Judge Advisor to ensure that judging activities are on schedule.
- Return engineering notebooks to teams after the judging team has completed their evaluations.
- Encourage all teams, volunteers, and sponsors to participate in the awards ceremony, which celebrates the accomplishments of all teams and provides recognition for Judged and performance-based awards.
- When judging is complete, collect the list of award winners from the Judge Advisor.
- Have the scorekeeper enter the Judged award winners and Auto Fill Winners in Tournament Manager.
- Print Award Ceremony Scripts reports. Develop presentation slides for awards ceremony in TM Slides tab.
- Thank your volunteers, coaches, mentors, parents, and sponsors for their invaluable support!

After the Event

- Ensure that Scorekeeper enters all event data into the Tournament Manager file, provides EP a backup copy on a USB flash drive, and uploads and finalizes all Tournament Manager results to RobotEvents.com.
- Take down all equipment and materials for safe storage and clean the venue, as required.
- Maintain signed consent forms for a recommended one-year period. Maintain all materials until all results have been successfully uploaded. Collect and destroy confidential judging materials.
- Establish a plan and a place for participants to pick up lost and found items.
- Send a follow-up message of appreciation to your volunteers.
- Share photos and/or news from the event with the media and your community.

Celebrate your accomplishments! Remember the smiles! Thank you for your support!